

Application for Part-Time / Hourly Employment

Kalamazoo Public Library
315 South Rose Street
Kalamazoo, MI 49007
269.342.9837
fax 269.342.8324

Date _____

Name _____
Last First Middle

Birth Date _____ Social Security # _____ Telephone _____

Address _____
Number Street City State Zip

Educational Record

Are you attending school now? _____ If yes, where? _____ Grade _____

When will you finish school? _____ Please attach your class schedule for current and next semester (if known).

Name of School	Location	Diploma/Degree	Date Received

Work Experience

May include volunteer work and limited or summer work, like babysitting, yard work, housecleaning, etc.

Dates Employed		Employed by	Location	Position Held or Nature of Work	Reason for Leaving
From	To				

Availability

Number of hours per week you can work _____ Please indicate below when you are available to work.

Morning _____ Afternoon _____ Evening _____ Saturday _____ Sunday _____ Summer Only _____

Do you work anywhere else now? _____ Would you continue if employed at the library? _____

Typical part-time work at the library may include: Circulation desk – greet patrons, check books in and out, answer patron questions. Shelving – sorting and reshelving books. AV – help patrons find videos, tapes and CDs. Tech center – help patrons with photocopy machines, reader/printers, and computers. Help with library clerical projects on desk.

Where would you prefer to work in the library? _____ Can you work at a branch library? _____

Why do you want to work at Kalamazoo Public Library? _____

General Information

Please describe your skill level in the following areas: Keyboard (wpm) _____ Filing _____

Switchboard _____ Customer Service _____

Computers _____

List computer software you are familiar with: _____

List office machines you are able to operate: _____

Do you have any special skills you think would be useful at the library? _____

Have you ever been convicted of a crime, other than a traffic offense? _____ If yes, explain _____

Do you have felony charges pending? _____ If yes, explain _____

References

The library will check your references. Work, volunteer or school related references are preferred, but personal references are acceptable.

Name	Address	Telephone	Relationship

Additional comments _____

Read the following statement before signing this application form.

My signature below authorizes Kalamazoo Public Library to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information and without limitation hereby release the library and the reference source from any liability in connection with its release or use. The library shall not be liable for any damages which may result from such verification and inquiry. Furthermore, I certify I have made true, correct and complete answers and statements on my application in the knowledge they may be relied upon in considering my application. I understand any omissions or false answered statement made by me on my application, or any supplement to it, will be sufficient grounds for failure to employ or for discharge should I become employed by the library.

Signature of Applicant _____ Date Signed _____

.....

For office use only _____

Hire Date _____ Pay Rate _____ Account # _____

Position & Work Location _____

It is the policy of Kalamazoo Public Library not to discriminate with regard to employment on the basis of sex, race, religion, age, creed, color, disability, or national origin.